

UTAH DEPARTMENT OF HEALTH EQUIPMENT SETUP REQUEST

RETURN TO: Office of Employee Support

Room 132, Cannon Health Building

Phone 538-6109 Fax 538-6427

Schedule all conference rooms for **one hour** prior to meeting for set up time. Please clean up after all meetings. This request must be turned in to Employee Support at least **24 hours** prior to the meeting.

Name: _____ Div/Office: _____ Phone: _____
Meeting Date: _____ Meeting Time: _____ Time Out: _____
Room #: _____ Low Org #: _____ # of Participants: _____

Complete only if conference or meeting is after 7:00 p.m. or non-business hours.

(There may be a charge for security)

Date: _____ Time In: _____ Time Out: _____

Employee Responsible: _____ Date: _____

(Will remain with meeting at all times)

Please draw a diagram of set-up on the second page.

Equipment available: circle items needed.

Room 101

10- 6'x18" tables

6 - 6'x30" tables

1 - TV/VCR

1 - Remote Control for

TV/VCR

1 - ceiling mounted screen

Room 125

3 - 4'x12' wooden tables

2 - 3'x8' wooden tables

1 - projection system

1 - ceiling mounted screen

1 - VCR

1 - microphone (handheld)

1 - microphone (lapel)

1 - sound system

Room 114

21 - 6'x30" tables

1 - writing white board

1 - projection system

1 - ceiling mounted screen

1 - sound system

1 - VCR

1 - microphone (handheld)

1 - microphone (lapel)

For use in all conference rooms

Freestanding podium

Overhead projector

Flip charts

Markers and pens

4 - 3' quarter circle tables

35 mm slide projector

Rail System (114)

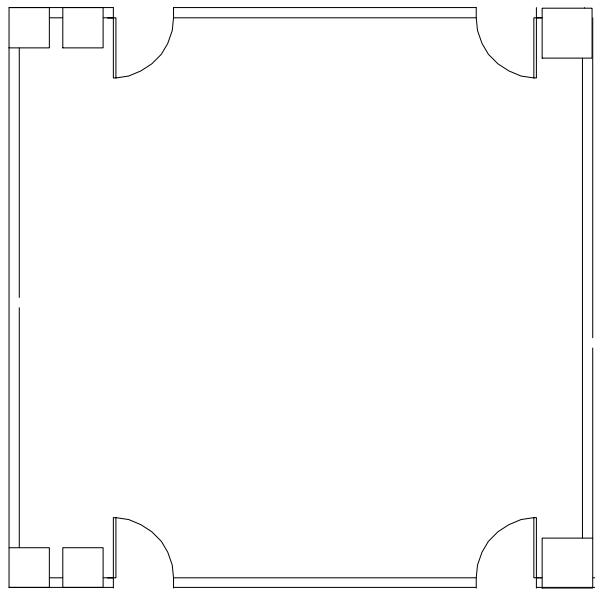
Projection screen

White board

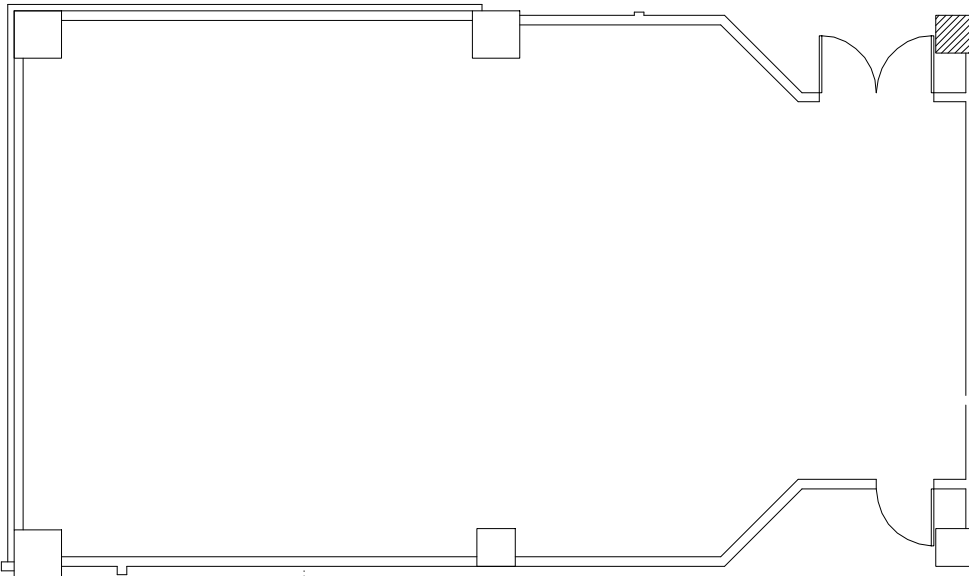
Flip charts

If you have any food taken into the conference room you must remove any items (i.e. serving trays, leftover food, napkins, etc.) when you leave.

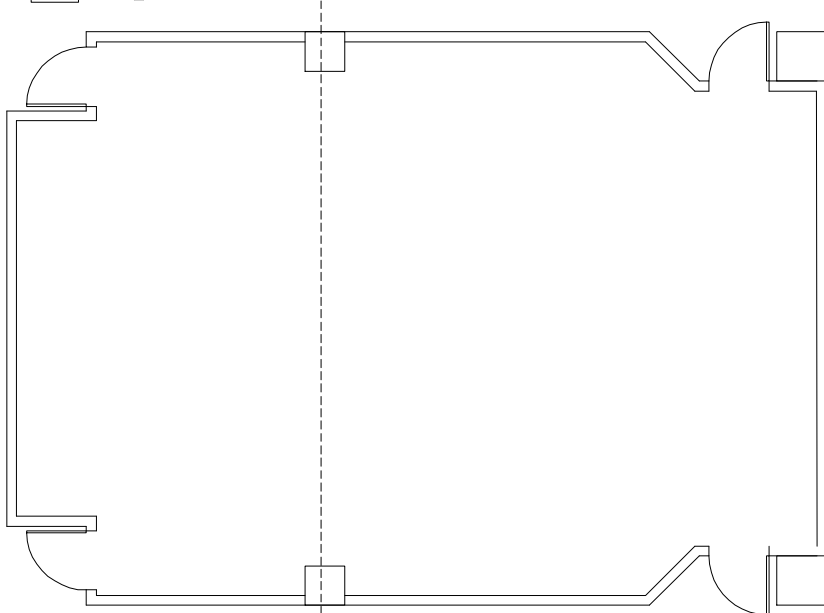
**YOU ARE RESPONSIBLE TO CALL 24 HOURS IN ADVANCE OF MEETING
TO CONFIRM MEETING AND ROOM SETUP**



Room 101
52 person limit
40 with tables



Room 114
60 person limit
60 with tables



Room 125
75 person limit
45 with tables

Room 125A
30 person limit
20 with tables

Room 125B
45 person limit
25 with tables

A

B